

APPENDIX. BUILDING-SPECIFIC Y2K CONTINGENCY PLAN CHECKLIST

The following is a checklist to assist in the development of a building-specific Y2K contingency plan. A checklist should be completed for each USDA building.

Building-Specific Y2K Contingency Plan Checklist

USDA Buildings	
1. Is the USDA employee responsible for managing the assessment and contingency operations on the January 1 weekend identified in the Plan (i.e., the building's Contingency Operations Manager)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are the USDA employee(s) responsible for assessing the building's operations and assisting with the implementation of contingency operations on the January 1 weekend identified in the Plan (i.e., the building's Y2K Monitors)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are emergency points of contact within USDA identified in the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are emergency points of contact with the utility companies and service/vendor representatives identified in the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are emergency points of contact with the agency management identified in the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have all mission-critical ¹ building system components that are known or suspected of using microprocessors (and are maintained by USDA) been identified in the Plan (i.e., Y2K Susceptible Components)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have all Y2K Susceptible Components ² with interconnections with other building systems been identified in the Plan (e.g., security and/or fire alarm systems will sometimes interface with passenger elevators)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have "manual work-around" or "operational alternative" procedures been identified in the Plan for all applicable Y2K Susceptible Components to ensure operation on the January 1 weekend?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. If the building has an automated access-control system (e.g., smartcard), are provisions included in the Plan to ensure that the Y2K monitors can access the building should the access-control system fail and lock everyone out of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does not use an automated access-control system
10. If the building has an automated access-control system, are provisions included in the Plan to ensure continued access to security should the access-control system fail (e.g., additional guards)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does not use an automated access-control system
11. Name of person responsible for ensuring that the Plan is complete and thorough:	
12. Date the Plan was completed and reviewed:	

¹ A building system is considered "mission critical" if its failure or malfunction could result in a safety hazard or significantly disrupt the building's operations.

² Building systems that have been determined to be susceptible to Y2K failures or malfunctions include: access-control systems, energy-management-control systems, fire alarms, elevators, security systems, and UPS systems.